

## JOB VACANCY

harwoodhutton  
accountants  
[www.harwoodhutton.co.uk](http://www.harwoodhutton.co.uk)

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Position: **Senior Payroll Administrator**

Location: **London**

Harwood Hutton Ltd is a successful firm of accountants providing business and taxation advice to our clients in London and the Thames Valley.

We are looking for a full-time (flexi time may be possible), fixed term contract, senior administrator to work in our busy payroll bureau department.

It is necessary that you have previous experience of working in a busy payroll department, solid statutory payroll legislation and Auto Enrolment knowledge, strong Excel and Word skills. STAR Professional Payroll knowledge would be ideal but not critical.

*Key responsibilities:*

- Ensure clients weekly and monthly payrolls are processed with speed and accuracy
- Ensure timely and accurate data input
- Liaise with clients and HMRC regarding payroll queries
- Ensure timely RTI filings
- Ensure Auto Enrolment processes are timely and accurate
- Dealing with pension portals for various schemes
- Prepare payroll related reports

*Skills required:*

- Ability to organise and manage time efficiently and effectively
- Ability to work to deadlines and under pressure
- Confident when speaking/working with clients
- Excellent telephone manner - clear and well spoken
- Exceptional attention to detail and accuracy in work.

An attractive remuneration package will be available.

To apply, e-mail [inform@harwoodhutton.co.uk](mailto:inform@harwoodhutton.co.uk) attaching your CV and a covering letter. Please write 'Senior Payroll London' in the subject field.